



20 JUNE 2012

Personnel

PUBLIC ADDRESS SUPPORT REQUEST

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OPR: 35 CS/SCOS

Certified by: 35 CS/CC
(Major Jeffrey A. Phillips)

Pages: 6

This instruction implements AFPD 33-1, Information Resource Management. This regulation establishes policies and procedures to be followed by host and tenant units in obtaining public address support. This regulation applies to all personnel assigned to or working on Misawa Air Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command.

1. DEFINITIONS.

- 1.1. Public Address (PA) Equipment. Amplifiers, mixers, compact disc (CD) players, microphones, and speakers used to support sound requests.
- 1.2. Fixed PA System. PA equipment permanently installed in a base facility.
- 1.3. Portable PA System. PA equipment set up on a temporary, non-repetitive basis for an event of short duration.
- 1.4. Full PA Support. PA technicians will set up, operate, and tear down PA equipment, and provide military ceremonial music in support of an event.

1.5. Self-Help PA Support. Customers will sign for, set up, operate, and return public address equipment in support of an event.

1.6. Non-supported PA. Event that is ineligible to receive support using 35 CS/SCOS personnel or equipment, outlined in paragraph 2.3.3.

1.7. Routine PA Support Request. A request that has a prescribed level of support defined in this instruction.

1.8. Non-routine PA Support Request. Any request for event support off base, desiring a higher level of support than prescribed in this instruction, or not covered by this instruction.

1.9. Official Function. Events directly related to military or federal government missions or activities, outlined in paragraph 2.3.1.

1.10. Unofficial Function. Events that are social in nature or others not directly related to military or federal missions or activities, outlined in paragraph 2.3.2.

2. PUBLIC ADDRESS SUPPORT.

2.1. Responsibilities.

2.1.1. The Commander, 35th Fighter Wing (35 FW/CC):

2.1.1.1. Has final approval authority for non-routine PA support requests and for all off-base events.

2.1.1.2. Has designated the Commander, 35th Communications Squadron (35 CS/CC), as the final approval authority on all routine PA support requests.

2.1.2. 35 CS/CC will:

2.1.2.1. Act as the final approval authority on all routine PA support requests and will forward non-routine PA requests to the 35 FW/CC for final approval.

2.1.3. Base PWCS Manager (35 CS/SCOS) will:

2.1.3.1. Determine supportability of PA requests based on current mission, manning requirements, and equipment availability.

2.1.3.2. Elevate non-routine PA support requests to the appropriate approving authority.

2.1.3.3. Notify requesting POC within one (1) duty day of PA request if event is determined to be non-supportable.

2.1.3.4. Update the 35 CS/SCOS PA calendar within one (1) duty day of final approval for PA request.

2.1.3.5. Provide PA technicians for official functions sponsored by the 35 FW/CC unless the function will be held at a facility that maintains their own PA system.

2.1.3.5.1. PA technicians will remain on site and provide full PA support for the duration of the event.

2.1.3.5.2. The standard uniform for PA technicians will be the Airman Battle Uniform. Event requests that require a specific uniform or civilian clothing for PA technicians will require 35 CS/CC approval.

- 2.1.3.6. Provide PA equipment and training for official group level or below functions on Misawa Airbase. Support may include assisting staff members with the set up and testing of the system prior to any event if requested and mission requirements permit.
- 2.1.3.7. Have all requested equipment set up and fully operational 30 minutes prior to scheduled event start time for full support events.
- 2.1.3.8. Remove equipment from operation if the safety of personnel or equipment is threatened (i.e., during inclement weather or in unsafe environments).
- 2.1.4. Requesting organization will:
 - 2.1.4.1. Submit all PA requests, using Public Address Support Request, (Attachment 2), to 35 CS/SCOS via e-mail (35cs.scosppublicaddress@misawa.af.mil) at least ten (10) duty days prior to the event. Copies of the form and directions for completion/submission are at the web address: [https://www.mv.af.mil/gcss-af/USAF/AFP40/Attachment/\(once posted\).pdf](https://www.mv.af.mil/gcss-af/USAF/AFP40/Attachment/(once%20posted).pdf) and can also be requested via email. Submit requests for non-routine PA support at least twenty (20) duty days prior to the event to allow time for routing to 35 FW/CC. Requests made less than ten (10) duty days prior to an event must be justified and signed by the requesting organization's commander. For help in completing the request form, call 35 CS/SCOS at 226-4050.
 - 2.1.4.2. Immediately notify 35 CS/SCOS of any changes/cancellations.
 - 2.1.4.2.1. A no-show letter will be generated and forwarded to the requesting organization's commander for any missed rehearsal, event set-up, self-help check-out appointment or self-help training appointment. Any cancellation within one (1) duty day of scheduled event or appointment will be treated as a no-show.
 - 2.1.4.3. When requesting full PA support:
 - 2.1.4.3.1. Provide PA technicians access to event location at least one (1) hour prior to event start time.
 - 2.1.4.3.2. Provide 35 CS/SCOS a POC that will be available at the event location at least one (1) hour prior to start time and remain available for the duration of the event. PA technicians will only accept changes, direction and cues from the designated event POC.
 - 2.1.4.3.3. Provide PA technicians with non-ceremonial audio tracks on CD at least one (1) hour prior to the event start time.
 - 2.1.4.3.4. Provide PA technicians a written sequence of events with music cues highlighted at least one (1) hour prior to the event or rehearsal start time.
 - 2.1.4.4. When requesting self-help PA support:
 - 2.1.4.4.1. Sign out PA equipment on AF Form 1297, Temporary Issue Receipt, no earlier than one (1) duty day prior to event.
 - 2.1.4.4.2. Ensure personnel are trained on and comfortable with operating all equipment requested. Familiarization training is available from 35 CS/SCOS on an ad-hoc, mission allowing basis and typically requires no more than 45 minutes.

2.1.4.4.3. Return all equipment cleaned and inventoried to 35 CS/SCOS no later than one (1) duty day after completion of the event.

2.2. Guidelines.

2.2.1. Obtaining Full PA Support.

2.2.1.1. Full PA support may be requested for any official function as noted in paragraph 2.3.1. Requesting organizations must submit a 35 FW Form 161 as outlined in paragraph 2.1.4.1. If PA technicians are unavailable, self-help PA support may be requested.

2.2.1.2. Practices/rehearsals will be supported on a case-by-case basis. Practices can also be self-help PA supported, if PA equipment is available. The event POC must be on site 1 hour prior to the practice to coordinate changes, directions, and cues. If practice time changes or is cancelled, the event POC is to inform 35 CS/SCOS at least one (1) duty day prior to the practice.

2.2.2. Obtaining Self-Help PA Support.

2.2.2.1. PA equipment provided may be either a portable PA system or equipment associated with a fixed PA system.

2.2.2.2. Self-help PA support may be requested for any official function as noted in paragraph 2.3.2. Requesting organizations must submit a 35 FW Form 161 as outlined in paragraph 2.1.4.1. Equipment is scheduled on a first come, first serve basis.

2.2.2.3. When picking up PA equipment, the requester or designated representative will be required to sign an AF Form 1297, Temporary Issue Receipt, and accept responsibility for both the function and physical condition of all borrowed equipment and accessories. Training will be given at the time of receipt to ensure the customer can operate the equipment. The requesting agency will be responsible for funding any repairs to damaged equipment.

2.2.2.4. PA equipment must be picked up at the 35 CS/SCOS office, Building 506, Rm 144, by the requester or designated representative. All equipment must be picked up before 1600 on the duty day prior and returned not later than 1200 the duty day immediately following the event.

2.3. Event support.

2.3.1. Full PA support will be provided to the following events unless the function will be held at a facility that maintains PA systems.:

2.3.1.1. Wing official briefing or seminar.

2.3.1.2. Wing Commander's Call.

2.3.1.3. Wing/Group Change of Command ceremony.

2.3.1.4. Wing NCO/SNCO/Chief promotion and Chief Recognition ceremonies.

2.3.1.5. Professional Military Education graduation ceremony.

2.3.1.6. Wing awards/recognition ceremony.

- 2.3.1.7. Any function as directed by the Wing Commander.
- 2.3.1.8. Base readiness run.
- 2.3.1.9. Individual retirement/promotion ceremony when hosted by FW/CC.
- 2.3.2. Self-Help PA support will be utilized for the following events:
 - 2.3.2.1. Any squadron level or below event.
 - 2.3.2.2. Group/squadron military awards/recognition ceremony.
 - 2.3.2.3. Morale event or holiday party.
 - 2.3.2.4. Hail and farewell.
 - 2.3.2.5. Heritage observance.
 - 2.3.2.6. Nonprofit, civic, and charitable events.
 - 2.3.2.7. Group/squadron sporting event.
 - 2.3.2.8. Individual retirement/promotion ceremony not hosted by FW/CC.
- 2.3.3. Non-supported events consist of:
 - 2.3.3.1. Private organization events, in accordance with AFI 34-223, *Private Organization Program*.
 - 2.3.3.2. Fundraisers or money generating functions to include use for personal gain and disc jockeys.
 - 2.3.3.3. Revenue generating events sponsored by Non-Appropriated Fund activities in accordance with AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-Appropriated Fund Instrumentalities (NAFIS)*.
 - 2.3.3.4. Other events as outlined in DoD 5500.7-R, *Joint Ethics Regulation*.

MICHAEL D. ROTHSTEIN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-1, *Information Resources Management*, 27 Jun 2006

AFI 33-324, *The Information Collections and Reports Management Program: controlling Internal, Public, and Interagency Air Force Information Collections*, 1 Jun 2000.

AFMAN 33-363, *Management of Records*, 1 Mar 2008.

AFI 34-223, *Private Organization Program*, 8 Mar 2007.

Prescribed Forms

35 FW Form 161, *Public Address Support Request*, 9 Dec 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 1297, *Temporary Issue Receipt*, 1 Jul 1987